

STATE OF CALIFORNIA  
RECORDS RETENTION SCHEDULE  
APPROVAL REQUEST  
STD. 72 (REV. 7-92)

*Handwritten initials*

Submit three copies with three copies of the  
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES  
OFFICE OF INFORMATION SERVICES  
1500 5th Street, Room 116  
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 16842	(9) SCHEDULE DATE December 1, 1996	(7) NUMBER OF PAGES 2	(8) CUBIC FEET (Total Schedule)	50
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 1015	(10) APPROVAL NUMBER(S) 91-162	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISE	All

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS  
*Tim Boudreau*  
(14) TITLE  
*Facility Captain*  
(15) DATE SIGNED  
*12-30-96*

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST  
*Kristine Estes*  
(17) TITLE  
Departmental Records Coordinator  
(18) NAME (Printed or Typed)  
Kristine Estes  
(19) TELEPHONE  
323-4095  
(20) DATE SIGNED  
1/27/97

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)  
(21) SIGNATURE--OIS CONSULTANT  
*Kamona M. Hutchins*  
(22) APPROVAL NUMBER  
91-031

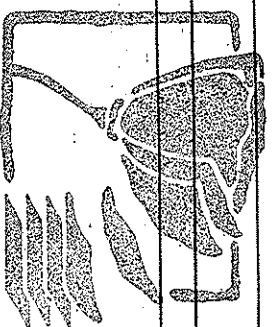
(23) TITLE  
*Records Management Consultant*  
(24) DATE SIGNED  
2/1/97

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA  
STATE ARCHIVES

(27) SIGNATURE--CHIEF OF ARCHIVES  
*John F. Barnes*  
(28) DATE SIGNED  
MAR. 17 1997

*Handwritten initials*

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) <b>Corrections</b>		SCHEDULE NUMBER (2) <b>16842</b>	DATE (3) <b>December 1, 1996</b>
ORGANIZATIONAL UNIT <b>INS: Institution Services Unit</b>		Page <b>1</b> of <b>2</b> Pages (4)	
ADDRESS (number, street, city) <b>1515 S Street, Sacramento</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) <b>97-037</b>	

ITEM NUMBER  (Triple between (6)	CUBIC FEET  (space items) (7)	CALIFORNIA STATE ARCHIVES  USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS  (Triple-space between items) (9)	M e d  i a l  (10)	V i t  a l  (11)	RETENTION				PRA (Exempt)  & IPA (16)	REMARKS  (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INC			<u>Institution Services Unit</u>  Develops, implements, coordinates and evaluates policies, procedures and information systems affecting statewide institution operations. The Unit's objectives are to respond to inquiries relating to inmate issues, coordinate institution related litigation, and provide technical assistance and information pertaining to institution services and operations.								<u>Retention:</u>  Media (Column 10): P=Paper.  Columns 12 through 16 are clarified in Column 17, Remarks.  Department storage (Local Archives) can be used in place of State Records Center (SRC) for non-local offices or institutions.  <u>Disclosure Restrictions:</u> (Column 16)  X: Exempt from public review per the Public Records Act, Government Code Section 6254.  XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.  <u>Destruction:</u>  Non confidential: recycle.  Confidential or exempt (Column 16): shred.  Historical (Column 8): Transfer to the State Archives. Do not destroy.
0010			<b>Administrative Records:</b> Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc..	P		*			*		* Retain per RRS 16000.

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and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0020			Incident Report Copies Originals are keyed and transferred to storage by the Offender Based Information System (OBIS).	P		A+2Y		8Y	A+10Y	X	Retain as active until keyed by OBIS, then retain 10 years (two years in the OBIS office and eight years at the State Records Center.)
0030			Inmate letters Large (25 %) and small (75 %) controlled correspondence received from inmates, public and legislature relating to inmate confinement (visiting, mail, sentence, transfer, etc.)..	P		*			*		* Retain per RRS 17000.
0040			Institution Operations Coordinates, Evaluated and automates policies, procedures and systems for institution operations.	P		A+2Y		3Y	A+5Y		Retain as active until completed, then retain five years (two years in the office and three years in the State Records Center).
0050		Hold / Retain Archives	Litigation Activities Includes records of inmate institution or division litigation activities.	P		A+3Y		4Y	A+7Y	XI	Retain as active until closed, then retain seven years (three years in the office and four years in the State Records Center).
0060		Hold / Retain Archives	Special Projects Includes projects such as inmate visiting program and disciplinary system; personal computer-based information system; departmental uniform and grooming standards; guidelines for community Prisoner Mother programs; management performance appraisal system implementation coordination of division legislation related activities, etc..	P		A+2Y		3Y	A+5Y		Retain as active until completed, then retain five years (two years in the office and three years in the State Records Center).